

**DRAFT**  
**Suffolk Regional Local Human Rights Sub-Committee Meeting Minutes**  
**5268 Godwin Blvd.**  
**Suffolk, VA**

**November 13, 2012**

**Committee Members Present:**

- Steven Alexander, Chair
- Tina Copeland

**Others Present:** Reginald Daye, Regional Advocate

**SRLHRC Affiliates Present:** *Baker's Home, Inc.* (Claudette Jones, Stephanie Olds), *Better Care Family Homes, Inc.* (Dr. Pedro Becerra), *Braley and Thompson, Inc.* (Patricia Berg), *Citadel Family Services, LLC* (Brian Glover), *Community Supported Training Organization, Inc (CSTO)*, (Georgiana Smith), *Quality Care Community Services, Inc.* (April Campbell), *Rehobeth Residences* (Cheral Dixon, Stephanie Barco), *Sentara Obici Hospital* (Dana P. Miller, Linda Austin), *Sisters Developing Growth and Change, LLC* (Zenda Jones, CEO), *Visions Community Services, LLC* (Iris Blocker), *Western Tidewater Community Services Board* (Cheryl Collier), *Zuni Campus – Presbyterian Homes* (E. Byron Nagle, Juliette Batten)

**SRLHRC Affiliate Absent:** **Quality Community Supports, Inc.**

**I. CALL TO ORDER:**

- ✓ The meeting was called to order by Mr. Alexander at 8:44 AM.

**II. ACKNOWLEDGEMENTS AND INTRODUCTIONS:**

- ✓ Mr. Alexander asked all in attendance to introduce themselves and to indicate their role or respective organization.

**III. ADOPTION OF AGENDA:**

- ✓ Mr. Alexander asked for approval of the Agenda; it was approved.

**IV. REVIEW AND APPROVAL OF MINUTES:**

- ✓ Mr. Alexander stated this is a Sub-committee meeting because two of the members are absent. Therefore, a review and approval of the draft minutes from August 14, 2012 will be delayed until the makeup meeting.

**V. PUBLIC COMMENTS:**

- ✓ Mr. Alexander asked if anyone from the public was present and wishes to make any comments.  
None were present.

**VI. TREASURER AFFILIATES' REPORT:**

- ✓ No report was provided. It was noted that the Treasurer's report is for providers' purposes only.

**VII. REGIONAL ADVOCATE'S REPORT:**

- ✓ Mr. Daye reminded affiliates that quarterly reports must be mailed to him and each member of the SRLHRC two weeks prior to meetings.
- ✓ Annual report is due January 15, 2013 (January 1, 2012 to December 31, 2012). If you attach the four quarterly reports to the annual report form, you will only need to provide cumulative totals on the annual report form.
- ✓ Fourth quarterly report (October, November and December) is due January 15, 2013.
- ✓ The Annual Seclusion and Restraint Report must be sent to the DBHDS, quality Assurance Office, Ms. Marion Greenfield by January 15, 2013. A copy can also be sent to Mr. Daye, although it is not required..

- ✓ Mr. Daye repeated that Serious SIR's and Death's should be faxed within 24 hours to the DBHDS in Richmond instead of Mr. Daye's and your assigned local field licensure specialist offices. You may use your own form or the one on the DBHDS web site. This change does not apply to abuse or complaint reporting.
- ✓ Mr. Daye reminded providers that they should not put any details of the incidents on the quarterly reports, please put them on separate paper and bring to the meeting with enough copies for each LHRC member and Mr. Daye.

## VIII. CHAIR COMMENTS

- ✓ Meeting dates for 2013:  
February 12, 2013  
May 14, 2013  
August 13, 2013  
November 12, 2013

## IX. PROGRAM UPDATES AND HUMAN RIGHTS REPORT:

***Zuni Campus – Presbyterian Homes & Family Services:*** Mr. Nagle submitted the quarterly report. From 7/1/12 to 9/30/12, there were 8 abuse allegations. Zuni has requested a closed session.

***Western Tidewater Community Services Board:*** Ms. Collier submitted the quarterly report. WTCSB serviced 2,282 this quarter. There were 9 allegations of abuse and neglect. WTCSB has requested a closed session.

***Visions Community Services, LLC:*** Ms. Blocker reported that Visions served 34 individuals this quarter. There were no complaints or human rights violations and no incidents of abuse and neglect this reporting period.

***Sisters Developing Growth and Change:*** Ms. Jones reported that they will have their final review with Licensing on November 13, 2013.

***Sentara Obici Hospital:*** Ms. Miller reported there were no complaints made regarding Human Rights violations during this quarter. 105 consumers were serviced this quarter. There was no use of seclusions or restraints during this quarter.

***Rehobeth Residence:*** Ms. Dixon submitted her quarterly report. There were no allegations of abuse and neglect. Rehobeth served 12 consumers.

***Quality Community Supports, Inc.:*** Was absent.

***Quality Care Community Services, Inc.:*** Ms. Campbell reported there were no complaints of human rights violations or allegations of abuse/neglect this past quarter. They are currently serving 8 individuals in their In-Home program.

***CSTO, Inc.:*** CSTO, Inc. reported they are currently providing Supportive In-Home services to 38 Individuals. CSTO Inc. had 1 incident of abuse and neglect. CSTO, Inc. has requested a closed session.

***Citadel Family Services, LLC:*** Mr. Glover reported they served 10 individuals during this quarter. There were no allegations of abuse and neglect.

***Brale and Thompson:*** Ms. Berg reported they had no incidents of consumer rights violations this reporting period.

***Better Care Family Homes, Inc.:*** Dr. Becerra submitted their quarterly report.

***Baker's Home, Inc.:*** Ms. Jones submitted their quarterly report. There were no allegations of abuse and neglect.

**X. OLD BUSINESS:** None

**XI. NEW BUSINESS:** None

**XII. EXECUTIVE SESSION:**

The SLHRC made a motion and the Committee voted to go into Executive Session (Closed Session) per VA Code 2.2-3711A to discuss client information exempt from public disclosure for the purpose of reviewing abuse, serious injuries and deaths and behavioral plans for the following programs:

- Zuni – Presbyterian Homes
- CSTO, Inc.
- WTCSB

The SLHRC voted to come out of closed session at 11:00 AM. Upon reconvening in Open Session, each member of SLHRC certified that, to the best of each Committee Member's knowledge, only public business matters, lawfully exempted from statutory open meeting requirements and only public matters identified in the motion to convene the Executive Session were discussed in accordance to Virginia Code 2-2-3711A., concerning the above referenced programs.

**RECOMMENDATIONS:**

- ✓ **Zuni – Presbyterian Homes: No recommendations.**
- ✓ **CSTO, Inc.: No recommendations.**
- ✓ **WTCSB: No recommendations.**

The makeup meeting is scheduled for December 4, 2012 at WTCSB at 8:30 AM.

The next meeting is scheduled for February 12, 2013 at WTCSB at 8:30 AM.

**XIII.** Mr. Daye provided 2012 annual training on the Freedom of Information Act for the members present.

Meeting adjourned at 12:00 noon.

Respectfully Submitted by,

Claudette B. Jones  
Baker's Home, Inc.  
11/13/12

## **Suffolk Regional Local Human Rights Committee**

### **2013 Meeting Dates**

**February 12, 2013**

**May 14, 2013**

**August 13, 2013**

**November 12, 2013**